

TO: PA

FROM:

THRU: PAG-TA

SUBJ: ACTIVITY REPORT FOR DECEMBER 1993

DATE: 3 JANUARY 1994

1. The following activities were accomplished by myself during the month of December 1993.

2. Move to Building 2845:

- Conducted further evaluation of required furniture and mission oriented equipment which will be ordered ASAP.
- Established first face-to-face with of DAL-1 to set up a formal appointment to arrange office space survey and requirements for new facility.
- Still awaiting word on the termination of the Continuing Resolution affecting DIA in order to acquire funds necessary to upgrade Room 111.

3. Projects: No operational projects were conducted in December.

4. Foreign Assessment:

- Ongoing evaluation of material collected by former members of unit.

5. Training: Completed a two-day training class covering the SAFE system, December 14-15, in the DIAC.

6. Other: As Property Book Officer, signed for new copier machine delivered 29 December 1993. Old copier was simultaneously turned-in to the warehouse.

PAG-TA

Approved